

June 9, 2022

Jeremy Walker
Management Analyst 4
Washington State Department of Commerce
1011 Plum Street SE
Olympia, WA 98504-2525

Project Name: Pre-Development Activities of PHPDA Quarters Buildings 3-10 Phase 3

Dear Jeremy,

This letter and attachments outline pre-development activities for the re-use of Pacific Hospital Preservation and Development Authority (PHPDA) Quarters Buildings 3-10 Phase 3. Services include consulting with the service providers work group and community stakeholders to identify the opportunities, implications, and risks involved in adapting Quarters Buildings 3-10 for state-operated or contracted residential or supportive housing facilities established through ESSB 5693.

We have reviewed the requirements for pre-development activities and attached our proposal for your review and approval. We have included costs for the entire consultant team including SHKS Architects, MAKERS Architecture & Urban Design, Bushnaq Studios, and DCW Cost Consulting.

Please do not hesitate to contact me or Levi with any questions you may have. We look forward to working with you on the project.

Sincerely,

David Strauss, AIA
Principal

Encl: Consultants' Scope of Services
Consultants' Budget

CC: Levi Jette, Anastasia Gaddis

Scope of Services

Project Name PHPDA Quarters Building 3-10 Phase 3

Date Submitted June 9, 2022

Revision Number: 0

PROJECT DESCRIPTION:

Develop a capital needs assessment with costs for Pacific Hospital Preservation and Development Authority (PHPDA) Quarters Buildings 3-10 to meet the operational requirements identified by the service providers workgroup, including community impacts, opportunities, and risks.

The design team will develop a functional program in sufficient detail to prepare pre-design plan diagrams for the adaptation of Quarters Buildings 3-10 within a process involving both service providers and community stakeholders. Services include:

- a. Attend and provide consulting services to the service providers workgroup and stakeholder meetings, including evaluation and explanation of impacts of program and service recommendations.
- b. Architectural services including test fits, space planning, preliminary schematic design, and capital cost analysis for the operational needs outlined by the service providers workgroup.
- c. Preliminary schematic site planning of strategies for consideration including site accessibility.
- d. Systems confirmation for structural, mechanical, plumbing, electrical, and civil engineering scopes developed in Phase 2 based on service providers workgroup recommendations.
- e. Develop a community outreach plan and provide regular reports on community feedback to stakeholders.
- f. Conduct an equity analysis.

ANTICIPATED PROJECT SCHEDULE

Notice to Proceed: July 1st, 2022

Draft Report: April 1, 2023

Final Report: June 1, 2023

DELIVERABLES

Draft and final Capital Needs Assessment Report that summarizes the impacts related to service providers work group program recommendations along with costs. Consultant deliverables will be attached as appendices to the final report, including the following:

SUPPORTIVE HOUSING STUDIES (CONSULTANT)

- a. Test Fit and Space Planning Studies (Bushnaq + SHKS)
- b. Materials and Systems Narrative (Bushnaq and SHKS)
- c. Site Plan Diagrams (SHKS)
- d. Site Narrative (SHKS)
- e. Summary of Community Engagement (MAKERS)
- f. Equity Impact Review (MAKERS)
- g. Budget Plan (DCW)

MEETINGS

Targeted outreach with potentially impacted parties and/or community members to share information and gather feedback

Public event presentation to share information with the community and gather feedback.

Seattle Department of Construction and Inspections: Pre-submittal meeting for confirmation of Seattle Zoning and Land Use (Seattle Municipal Code Title 23) and conformance with Seattle Building Code.

Seattle Landmarks Commission (Seattle Department of Neighborhoods): Briefing with Administrator or Architectural Resources Committee to discuss building and site adaptation.

Service providers and representatives of the Washington State Office of Homeless Youth Prevention & Protection

REIMBURSABLE EXPENSES

Allowance for printing, transportation, and incidental expenses.

CONSULTANTS' SCOPES OF SERVICES**1. ARCHITECTURAL (SHKS)**

- a. Project Coordination and Administration: Coordination with Department of Commerce, Service Providers Work Group, and consultant team to include regular communication about project status, scheduling, and interactions with PHPDA and other organizations.
 - i. Work with Commerce to develop overall project schedule.
 - ii. Coordinate with engagement consultant on stakeholder and community outreach.
 - iii. Coordinate with supportive housing consultant on adaptation of buildings for housing.
 - iv. Coordinate with cost consultant on capital costs.
 - v. Consult with structural, mechanical, electrical, and civil engineers to confirm Phase 2 report based on service providers work group recommendations.
- b. Coordination with Seattle Department of Construction and Inspections (SDCI)
 - i. Preliminary Seattle Building Code Analysis: Review Seattle Building Code and document relevant implications for building reuse.
 - ii. Preliminary Seattle Zoning & Land Use Code Analysis: Review Seattle Zoning and Land Use Codes and document relevant implications for development.
 - iii. Meeting with representatives of SDCI to confirm approach.
- c. Test Fits and Space Planning
 - i. Diagrams indicating adaptation of existing buildings to accommodate supportive housing.
 - ii. Coordination of systems and existing conditions.
- d. Historic Preservation
 - i. Refine the approach to modifying the buildings in Phase 2 consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
 - ii. Coordinate with Seattle Landmarks staff discuss approach.
- e. Accessibility Analysis
 - i. Evaluate site and buildings for barriers to access.
 - ii. Diagram and describe improvements to remove barriers and achieve universal access.
- f. Attend service provider work group meetings (assumes 6 virtual meetings)
- g. Participate in community engagement events conducted by MAKERS and Commerce as requested.

2. ENGAGEMENT (MAKERS)

- a. Workgroup Meetings (assumes 6 virtual meetings with service work group)
- b. Update Equity Impact Review
- c. Community Engagement
 - i. Engagement Plan
 - ii. Targeted Outreach (assumes 4 focus group meetings)
 - iii. Open Public Event
 - iv. Summary of community engagement activities and feedback

3. SUPPORTIVE HOUSING (BUSHNAQ)

- a. Existing Conditions Review & Analysis
- b. Code / Regulatory Review & Planning
- c. Programming
- d. Test Fit Studies (assumes 3 rounds)
- e. Meetings (assumes 6 work group meetings)

4. COST CONSULTING (DCW)

- a. Prepare an opinion of probable construction costs including elements necessary for a complete cost estimate. The cost estimate will be prepared in Uniformat II component format.
- b. Prepare a final revision to the opinion of probable construction cost after review and commentary by the team.
- c. Provide ongoing cost advice throughout the design period to evaluate alternative designs, materials, and methods of construction.

ASSUMPTIONS

- 1. Exterior modifications will be limited to accessibility improvements and incidental modifications for mechanical, electrical, and plumbing systems.
- 2. Property appraisals are not part of this study. Based on correspondence with PHPDA and Commerce, since there is no transfer of assets and no intent to pursue Preservation Tax Credits at this time, appraisals are not necessary.

CONSULTANTS' BUDGET

For Pre-Design services, we propose to consult on a fixed lump sum basis of \$143,500. We will request your authorization should additional services be needed beyond this amount.

Discipline / Subject Area		
Architect / Prime	SHKS	\$42,350
Public Engagement	Makers	\$42,810
Supportive Housing	Bushnaq	\$40,000
Cost	DCW	\$4,000
Contingency		\$10,000
Subtotal Consultants		\$86,810
Markup	5.00%	\$4,340
TOTAL		\$143,500

EQUITY IMPACT REVIEW AND ENGAGEMENT PURPOSE

The purpose of the Phase 3 update for the Equity Impact Review is to continue to refine the Project Team's understanding of potential impacts from the project on the campus and surrounding community. The Phase 3 community engagement activities will provide information for the Equity Impact Review and will provide a way for community members to get information about the project, and provide them an opportunity to give feedback prior to final decision-making about the campus.

1. WORKGROUP MEETINGS

A. Attend Workgroup Meetings

MAKERS staff will attend up to (6) virtual meetings with the Operations Workgroup. Agenda and meeting summaries will be developed by others.

2. UPDATE EQUITY IMPACT REVIEW

A. Initial update EIR Tool

MAKERS will update the EIR tool developed in Phase 2 based on conversations with the Operations Workgroup and findings presented by the Project Team at coordination meetings. MAKERS will share a revised draft of the updated EIR tool with the Project Team and Commerce Staff.

B. Review Comments

MAKERS will attend (1) meeting with the Project Team and Commerce staff to discuss comments on the draft EIR tool.

C. Draft Final EIR Tool

MAKERS will develop a draft final EIR tool in preparation for of the draft report.

Deliverables

1. Initial updates to the Phase 2 EIR tool
2. Revised draft EIR tool

3. COMMUNITY ENGAGEMENT

MAKERS will update the Equity Impact Review tool developed during Phase 2 of the project.

A. Engagement Plan

MAKERS will discuss project findings and engagement needs with Commerce Staff, the Project Team and Workgroup members at coordination and workgroup meetings and develop Phase 3 engagement plan based on those discussions.

B. Review Engagement Plan

MAKERS will attend (1) meeting with the Project Team and Commerce staff to discuss comments on the engagement plan and address comments.

C. Targeted Outreach

MAKERS will lead up to (4) focus group meetings with potentially impacted parties and/or community members to share information about the project and gather feedback. MAKERS staff will coordinate translation and interpretation needs for the meetings. If available, MAKERS will coordinate with Community Liaisons that can support translation, live interpretation and culturally appropriate

Quarters Buildings Needs Assessment - Capital Assessments Phase 3

SCOPE OF WORK - MAKERS

June 7, 2022

conversations with key communities. Commerce staff, the Project Team and Operations Workgroup members will identify and provide introductions for community liaisons. If significant coordination with community liaisons is needed, this may result in fewer focus-group meetings. MAKERS will provide engagement summaries following targeted engagement activities.

D. Open public event

MAKERS will work with the Project Team to plan and facilitate an open public event to share information with the community and gather feedback on the project. Event specifics will be determined by the needs and budget of the project. Examples of events include a virtual open house, an in-person public open house, a site tour, and/or a series of presentations/briefings at other community events. MAKERS will coordinate language translation and live-interpretation.

E. Community Event Engagement (optional – led by Commerce)

Commerce staff could host information booths at community events. If MAKERS staff is involved in these tasks, their hours would come out of task C -Targeted Outreach or D - Open Public Event in this SOW. Example events include Beacon Arts Fair, Jefferson Park Festival, Little Saigon/Chinatown-ID events, PHPDA event, etc.)

Deliverables

1. Engagement plan
2. Targeted outreach PPT slides
3. Public event presentation and notification materials TBD (may include PPT presentations, email notifications, flyers, and/or other materials, additional as budget allows)
4. Engagement feedback summaries

4. FINAL REPORT

MAKERS will update the Equity Impact Review tool developed during Phase 2 of the project.

A. Summary of community engagement

MAKERS will develop a summary of all community engagement activities and feedback for the final report.

B. Review and comment on draft final report

MAKERS will review draft final report and provide comments for the Project Team.

C. Final EIR Tool

MAKERS will make final updates to the EIR tool to address comments from the Project Team and Commerce staff.

Deliverables

1. Summary of community engagement activities
2. Final EIR updates

ASSUMPTIONS

- If needed, Commerce staff, the project team, and/or the Operations Workgroup will identify contacts for community liaisons to assist with translation, live interpretation, and/or culturally appropriate meeting planning and facilitation. MAKERS would coordinate with community liaisons to plan events once they have been identified.

- If community liaisons are not identified, MAKERS will work with existing services to provide translation and interpretation services, based on the languages those services offer and the needs of the community.
- No project website is included in this scope.

MAKERS				
	Partner in Charge	Project Manager	Planner/Engagement Support	
	\$220	\$150	\$105	
Project Management & Team Coordination				
A	Project management (invoicing, admin, etc.)	2	8	\$ 1,640
B	Coordination - attend team meetings, etc.	2	8	\$ 2,060
1. Workgroup Meetings				
A	Attend up to (6) virtual work group meetings.	2	12	\$ 2,870
2. Update Equity Impact Review				
A	Update EIR tool	1	8	\$ 3,100
B	Review comments with Commerce staff/others		4	\$ 810
C	Draft Final EIR tool	2	16	\$ 3,680
3. Community Engagement				
A	Update Phase 2 engagement plan to align with Workgroup and Phase 3 project needs		4	\$ 1,440
B	Review engagement plan with project team and update based on comments.		4	\$ 1,020
C	Targeted outreach based on needs identified in EIR and through coordination with the Workgroup. (Up to 4 focus group-style meetings)		24	\$ 6,960
D	Open public event (For example virtual or in-person community open house, site walk, or briefings at community meetings, etc.)	4	24	\$ 7,840
E	Information booths at community events (Beacon Arts Fair, Jefferson Park Festival, and/or Little Saigon/Chinatown-ID events, PHPDA event, etc.) - Led by Commerce staff, unless covered by public event budget above.			\$ -
4. Final Report Review				
A	Summary of community engagement feedback for final report		4	\$ 1,440
B	Review and comment on draft final report	2	4	\$ 1,040
C	Final EIR tool for report	1	4	\$ 1,660
Additional Project Costs (to be used as needed)				
A	Written translation (notification letter/flyer and/or open house materials.)			\$ 1,000
B	Language interpretation costs for virtual meeting and/or work with community liaisons			\$ 5,000
C	Contingency for additional meeting support needs (For example, gift cards for meeting participants, etc.)			\$ 1,000
D	Printing costs			\$ 250
Total Project Cost				\$ 42,810

BUSHNAQ STUDIO ARCHITECTURE + DESIGN

5007 S GENESEE STREET SEATTLE, WA 98118 TEL 206.257.3345 BUSHNAQSTUDIO.COM

June 8, 2022

David Strauss, PhD, AIA, LEEDAP
Principal
SHKS Architects
1050 N 38th Street
Seattle, WA 98103

Dear David:

Bushnaq Studio is pleased to present this agreement for architectural consulting services in support of the Service Provider Workgroup established by ESSB 5693 for the Pacific Hospital Preservation & Development Authority's Quarter Buildings three through ten.

This agreement will follow the provisions of AIA C401, Standard Form of Agreement Between Architect and Consultant, with the exception that Bushnaq Studio will not provide cost estimating services for the project.

Project Name:	PHPDA Quarters Buildings 3-10 - Phase 3
Site Address:	1200 12th Avenue S Seattle, WA 98144
Client:	Washington State Department of Commerce (COMMERCE) 1011 Plum Street SE Olympia, WA 98504 Jeremy Walker, Contract Manager
Architect:	SHKS Architects (SHKS) 1050 N 38 th Street Seattle, WA 98103 David Strauss, Principal-in-Charge
Consultant:	Bushnaq Studio Architecture + Design (BUSHNAQ) 5007 S Genesee Street Seattle, WA 98118 Dawn Bushnaq, Principal-in-Charge

PROJECT SITE

The Quarters Buildings 3-10 include five buildings that were originally constructed as residences for the officers, physicians and nurses who staffed the hospital after 1932. The buildings were converted to administrative office uses at least 25 years ago. The buildings have a total area of 31,720 square feet:

Quarters 3/4, 6/7, 8/9:	±6,060 square feet. Two-stories with basement and habitable attic.
Quarters 5:	±3,690 square feet. Two-stories with basement and habitable attic.
Quarters 10	±9.850 square feet. Two-stories with basement.

PROJECT DESCRIPTION

In Phase 3, the consultant team will provide services to facilitate program and design workshops with the Service Provider Workgroup established by ESSB 5693 in support of their efforts to define operational uses for the Pacific Hospital Preservation & Development Authority's Quarter Buildings 3-10.

Phase 3 scope of work includes four main components:

1. Attend and provide consulting services to the service providers workgroup meetings established under ESSB 5693 which includes but is not limited to:
 - a. Explanation of capital needs and impacts related to service providers workgroup program and service recommendations;
 - b. Provide reports on engagement with community groups and local businesses who live and operate on and off campus;
 - c. Design floorplans and external building plans to meet service providers' operational needs.
2. Develop a community outreach plan that provides community stakeholders with regular updates and translation services (written and oral) as needed.
3. Submit a draft report to Commerce that provides:
 - a. A capital needs assessment along with costs needed to meet the operational design.
 - b. An equity analysis that is specific to the operations impacts and benefits to the communities which may include but is not limited to:
 - i. Impacts on roads/traffic
 - ii. Impacts on Schools
 - iii. Impacts on PHPDA Campus, residents, and staff
 - iv. Impacts on Beacon Hill Communities
4. Submit a final report that includes all draft report sections by December 1, 2023.

SCOPE OF SERVICES

This Scope of Services is for architectural services for the supportive housing components of Phase 3, which will be conducted in collaboration with the Architect. Bushnaq Studio's Scope of Services includes:

Existing Conditions Review & Analysis

Review existing conditions and previously completed site studies/analysis as needed for Phase 3 Services.

Code / Regulatory Review & Planning

Code research and analysis as needed to develop designs/plans to meet service provider's operational needs. Code research will build on code research completed in Phase 2.

Meetings/correspondence with AHJs as needed.

Programming

Programming: update program assumptions based on Service Provider's operational needs.

Project Brief: update Project Brief based on Service Provider's operational needs.

Site Visits to service providers existing programs (2).

Test Fit Studies

Test Fit Studies: Update/create new Test Fit Studies based on service provider's operational needs. Test Fit Studies will examine opportunities and constraints of existing buildings in terms of service provider's operations, livability, potential program needs, environmental factors, budget, code compliance, future flexibility, etc. Scope assumes 3 rounds of test fit studies and project data.

Preliminary Schematic Design: design/develop architectural drawings based on service providers preferred test fit studies. Architectural drawings may include plans, sections, elevations and/or 3 model views and other presentation drawings.

Meetings

Client and Service Provider Meetings (6).

Consultant Team Coordination Meetings (6).

Deliverables

Draft and Final Reports: site assessment, final drawings/diagrams and recommendations.

PROJECT SCHEDULE

Architect's Anticipated Schedule:

Phase 3 Kick Off: TBD

Draft Report Due: April 1, 2023

Final Report Due: June 1, 2023

COMPENSATION

The above stated Services will be performed and billed on an hourly basis as proposed below. Hourly services will be billed according to Bushnaq Studio's attached Schedule of Hourly Rates. Bushnaq Studio will obtain prior approval from the Client before performing any Services that exceed estimated fees.

TOTAL	\$40,000 (NTE hourly estimate)
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ADDITIONAL SERVICES

Coordination of additional services beyond the Scope of Services will be billed as additional services based on Bushnaq Studio's attached Schedule of Hourly Rates. Bushnaq Studio will not perform additional services without prior approval of the Client.

REIMBURSABLE COSTS

In addition to the fees quoted above, normal and customary reimbursable expenses will be billed to the Client at the actual cost x 1.15. Reimbursable expenses include but are not limited to fidelity insurance, permit fees, reproduction and travel expenses. This applies to all actual, reasonable and customary third party expenses.

NOTES

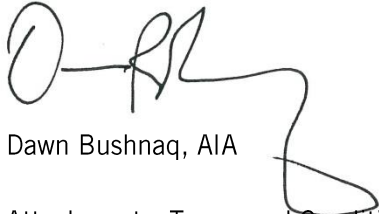
Bushnaq Studio has reviewed and acknowledges familiarity with SHKS C/I Document Guidelines outlined in the draft Scope of Services dated 1/26/22.

ACCEPTANCE OF PROPOSAL

Professional services for this project shall be provided according to this professional services agreement and the attached Terms and Conditions. If this agreement is acceptable to you, please sign where noted and return a copy for our records. The parties agree that this agreement and the attached Terms and Conditions shall become effective immediately upon Bushnaq Studio's commencement of the Services described in this agreement and regardless of whether this agreement is signed by both parties. This agreement shall remain in effect unless and until amended or superseded by a written agreement executed by both parties.

If you have any questions, please do not hesitate to contact me. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dawn Bushnaq', with a stylized flourish extending from the end.

Dawn Bushnaq, AIA

Attachments: Terms and Conditions

Accepted by:

Date: